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fices, and particularly of the untiring and painstaking efficiency of the Paris warehouse department.

The work has furnished frequent occasions for advice to soldiers, officers, welfare workers, civilians, and other organizations regarding the purchase of books

and maps and the use of libraries at home. This department has a distinct conviction that in the future much more than in the past the average man will call upon organized libraries for book advice and book service, and that the scholar and regular reader will more than ever recognize the practical efficiency of libraries.

REPORTS OF COMMITTEES*

REPORT OF COMMITTEE OF FIVE ON LIBRARY SERVICE

The first thing to do when one is about to undertake anything, is to ascertain as many as possible of the facts bearing on the undertaking. This would seem axiomatic; yet it is remarkable how little attention has been paid to it until very recently. We may recall the classic story of the Royal Society and King Charles II, who is said to have propounded the question: "Why is it, when a fish is placed in a pail of water, that the weight is not increased?" Various learned replies were given, until one academician, more curious than the rest, tried the experiment and found that the weight was increased by the exact weight of the fish. Anyone who should nowadays prepare to grapple with any scientific, industrial or military problem without being certain of his facts, would be condemned at the outset.

Yet librarians have not at their disposal complete facts regarding their own work, its methods, its administration and its results. We have a great body of statistics, yet despite our A. L. A. rules they are not yet accurately comparable, nor are they always selected intelligently and with some definite purpose in view; and the great body of data relating to our work is not capable of being thrown into statistical form. Anyone therefore who now talks about library work as a nation-wide, inter-connected body of effort, who tries to evaluate it and to make recommendations for its extension and improvement, is doing so without knowing his facts, for they have not been completely ascertained, classified, and arranged.

REPORTS OF COMMITTEES*

It is this fundamental work, as your committee understands it, that it has been constituted to do. The present is a particularly good time to do it. American libraries have united during the war as never before in doing something worth while. Over and above the products and results of this united effort, of which we are properly proud, are the outstanding facts of the union and of the effort themselves; of the spirit that gave rise to them and that, in turn, they have fostered; of the peculiar abilities, methods and ways of regarding things that have inevitably attached themselves to the work and to those who have been doing it, whether individuals or organizations. The material results of the work may vanish with the demobilization, but these other things will not, if we have the desire to keep them alive.

The general feeling that there is to be a new order of things as the result of the war seems based largely on a vague idea that no great cataclysm can fail to leave its impress on the world. The form that such impress may take, however, is doubtless dependent upon our own reaction to the forces that have been let loose and to the movements set up by them. The American public library will be a new and a more vital thing only if we are prepared to make it so. There is a to-and-fro swing all about us; if we can only run in and push when the oscillation is with us, we may do wonders; delay may mean that the movement may return upon us and overthrow us.

This preliminary report must necessarily be confined to a statement of organization and the general layout of the work.

In reporting on this we have proceeded

*For other committee reports see *Bulletin*, May, 1919.

on the assumption that the survey must be made by volunteers. It cannot, however, be so made and yet be as complete and adequate as we should like it to be. The number of volunteer workers must be large, for an active librarian can give more than a small fraction of his time to such a task. This being the case, the labor of coöordinating and assimilating the mass of material thus gathered by different workers will also be larger than a volunteer office staff should undertake. We estimate the cost of a paid staff, with its expenses of travel, clerical assistance and final publication to be in the neighborhood of \$88,000.

For the moment, however, we have divided the field to be surveyed into four general parts and have assigned one to each of four of our members, the chairman being given the work of general superintendence and coöordination.

The first division, to be undertaken by Prof. A. S. Root, concerns the acquisition of books and everything done to them or about them previous to their actual use. The second, in charge of Miss Linda A. Eastman, has to do with the use and distribution of books. The third, assigned to Mr. Carl H. Milam, will have to do with all public relations of the library other than the direct use of books, and the fourth and last, under Dr. C. C. Williamson, will deal with the library staff.

It will be observed that of the various bases of classification that might have been chosen, book service has been selected as most appropriate. We might, for instance, have made the division in accordance with the character of the institution operating the library and the status of its users, as has been done by the committee on salaries. The basis of division, however, is relatively unimportant, so long as the whole field is included and its parts are not too unequal.

Taking up the selected parts a little more in detail, it may be noted that the first section will include not only the selection and purchase of books, but their storage and care, including the construc-

tion and equipment of library buildings, bookbinding and repair, cataloging and classification.

The second division, relating to the distribution and use of books, will include, of course, their circulation, their use in buildings for reference or other purposes, special and departmental libraries and collections, branches and stations, county, township and traveling libraries, work with children, schools, institutions and the foreign born.

The analysis of this division has been carried somewhat further than that of the others and it may give some idea of its extent to say that the circulation of books for home use alone has already been subdivided into five headings with twenty-two subheadings, reference work into six headings with twenty-five subheadings, work with children into twenty-one headings with fifty subheads, and other subdivisions in proportion.

The third division, embracing activities unconnected directly with books, will embrace the relations of libraries with the Federal Government; the work of state associations, local clubs and library commissions; legislation, finances and board organization; publications, social work, meetings, lectures, classes, Americanization work and publicity, together with such museum work as libraries may properly engage in.

The fourth division, embracing the formation, training, control and welfare of the library staff, will include education and training; employment problems, such as selection, civil service control, efficiency ratings, promotion and discipline; salaries, grades and certification; welfare problems, working conditions, hours, vacations, pensions, staff associations and unions; and problems of status, especially those affecting the academic rank of librarians in educational institutions and the rating of the library as compared with other departments of a school or college.

It is probable that the total of subheads to be considered in the survey will be numbered by hundreds, and each must be

considered carefully by a librarian who has expert knowledge of the subject matter.

One of the first considerations to be taken up by the committee is that of duplication in this work, not only among the subdivisions but among the workers assigned to these. It is possible that some duplication in the latter regard may be allowable, but in general it is intended by the committee that each person shall have one and only one subject to investigate.

Duplication and omission are the two faults likely to mar any encyclopedic work like that of a survey. Both may be avoided by preliminary planning, such as that on which the committee is now engaged. Duplication may be ascertained by the comparison and checking of lists, which is now in progress. The avoidance of omission is a much more difficult matter. We have endeavored so to divide the field of survey that no part of it shall remain outside the boundaries of some one of the divisions. This does not insure, however, the inclusion of some definite topic that may have escaped notice.

The committee will be grateful therefore if anyone who thinks of a minor topic as likely to be overlooked will send in a memorandum to that effect. If the topic has already been noted, no harm will be done, while if not, a great service will have been rendered to the completeness of the survey.

The method of collecting and assembling data has not yet been completely worked out. It is probable, however, that preliminary information will be obtained by questionnaire, supplemented later by personal query and investigation. Those who fear a shower of questionnaires from a cloud of subcommittees, however, may be reassured. It is the intention of the committee to send out but one, although that will necessarily be comprehensive.

Your committee is mindful of the fact that the work that it is called upon to do is not an end in itself. It is an indispensable preliminary, but even if we are

able to carry it out in the most complete fashion desirable, it must remain a preliminary. It must inevitably lead to a realization that we are spending time and labor on some things that are out of date or not worth while, while we are neglecting vast fields that should be cultivated. The war work of our Association has quickened our intelligence in both regards, and it should not be our fault if we do not see our way both to a sloughing off of the outworn and unnecessary and an assumption of new tasks made easier and more comprehensive by the invention and adoption of new and improved library machinery and methods.

Respectfully submitted,

ARTHUR E. BOSTWICK, Chairman,
LINDA A. EASTMAN,
CARL H. MILAM,
A. S. ROOT,
C. C. WILLIAMSON.

REPORT OF COMMITTEE ON CIVIL SERVICE RELATIONS*

In the short time available it has not been possible to get together sufficient data to make a detailed report at this Conference.

A preliminary examination develops the urgent necessity for a broad study of the entire question covering national, state and local civil service, as applied to library administration. The study should be made in coöperation with the Civil Service Reform League, the National Assembly of Civil Service Examiners, and any other organizations directly interested in the subject.

The extreme urgency of the question resulted in more attention being given to national civil service, and the following recommendations are made:

First: That the eligibles who have passed library examinations be certified in accordance with their rating, without regard to the geographical distribution of

*This report, prepared for the Asbury Park Conference, was received too late for presentation there. It is printed here as information to the members of the Association, although no action has been taken upon it.—EDITOR.

appointments, at least as far as those who stand highest are concerned.

Second: That the law making it necessary for an applicant to take an examination in the state where he is a legal resident and where he has been actually domiciled for at least one year previous to the examination, be repealed.

Third: That the rating on education and experience be done by or with the advice of a librarian familiar with libraries in general as well as library schools.

Fourth: That examinations for different grades of work be given and that examinations for the higher grades of work be similar in character to those given for scientific and technical workers and investigators.

It is scarcely necessary to present arguments for the recommendation that the eligibles who have passed library examinations should be certified in the order of their rating, at least as far as the higher positions are concerned. The reasons for this are obvious. The present requirement which makes it necessary to certify those from the states having the lowest percentage of appointments is destructive of the best interests of the Government service and results in the frequent appointment of poorly qualified assistants and inability to get the best assistants. On account of the comparatively limited number of library appointments and the limited number of persons who are qualified for this line of work, it would seem reasonable to ask, in the interest of good administration, that library positions be exempt from this requirement. I regret that I do not feel able to make suggestions as to the best ways of bringing pressure to bear on having this requirement amended.

The law making it necessary for an applicant to take an examination in the state where he is a legal resident and where he has been actually domiciled for at least one year previous to the examination has been a most serious handicap in getting library assistants. It cuts out many library school students from taking the examinations while they are at the schools, as many of them are not residents of the state in which the particular

library school they are attending is located. It has also prevented assistants in the Library of Congress from taking the examinations for other Government library positions, which is most unfortunate, since experience in the Library of Congress is particularly desirable for work in other Government libraries. This law was repealed for the duration of the war and should be repealed indefinitely.

A further recommendation is that a study be made of the relations between the apprentice class and the civil service administration in libraries which are under civil service commissions.

It will take some time to make a thorough examination of the subject, beginning with a questionnaire in which are developed the varying conditions and extent to which civil service rules are applied to administration. The experience of librarians working under such systems should be brought out in detail, both as regards salary and the efficiency of the service. To this end a printing and postage allowance by the Executive Board is recommended.

Respectfully,

PURD B. WRIGHT,
For the Committee.

REPORT OF COMMITTEE ON DETERIORATION OF NEWSPRINT PAPER

Your Committee on the Deterioration of Newsprint Paper, in submitting the following report upon newspaper preservation, has nothing of real importance to state. The influence of the war still prevents any extensive experimenting, and unless an appropriation for extensive experiments covering numerous materials and an extended period can be provided, little progress can be expected. So far as we know the only experiments that have been conducted during the past year are those in the New York Public Library, in which institution a sample volume of the *World* newspaper has been treated with gummite made by Mr. H. Klotz, and another is in process of treatment with

Barco book varnish. Present prices of the latter substance are prohibitive for extended use. If the price of linseed oil and similar products ever returns to pre-war levels, it may be said of the Barco book varnish that it offers interesting possibilities.

Mr. E. D. Greenman of Arthur D. Little, Inc., of Cambridge, has suggested the use of cellulose acetate, and has secured a thin film of this substance which is certainly transparent, tough, and flexible, and contains promising possibilities. Its use, however, has not passed beyond the experimental stage.

H. M. LYDENBERG,
Chairman.

REPORT OF COMMITTEE ON IMPORTATIONS

At last year's conference, the Committee on Importations recorded the history of the first orders made under the Enemy Trading License granted the Association by the War Trade Board—reporting shipments as on the water. Since then consignments have arrived steadily, at intervals of about three weeks, from both our agents, Martinus Nijhoff and Librairie Scientifique Kündig.

Not one untoward incident has marred our relations with the Government, as seen from the following unsolicited letter from Mr. Harry P. Fairbanks, assistant director, Bureau of Enemy Trade, War Trade Board, under date of April 12, 1919, "which I fully endorse," writes the chairman of the Censorship Board:

"We are very glad to be able to record our satisfaction of the manner in which our Enemy Trading License 1727 to the American Library Association has been handled by you. We have felt great confidence in being able to refer to you requests for relief from various libraries and public institutions and we believe by your careful supervision the interests of both the Censorship Board and the War Trade Board have been protected, and the requirements of the libraries and public institutions reasonably satisfied.

"In connection with your trip abroad,

we are inclined to think that the public interests demand a liberal interpretation of the terms of our license, and as far as a consistent examination of any material now impounded may satisfy you, the shipments should be allowed to go forward liberally. We beg to express our confidence in your judgment in any shipments to which you may give your approval."

In that same Saratoga Springs report, the committee announced also the enlarged privileges accorded institutions by the Government as a result of the secretary's investigation abroad of British and French practice. Numerous libraries responded with additional orders to complete their accustomed files of periodicals and secure certain imperatively needed books; 157 institutions have enjoyed the benefits of our license.

Difficulties, however, arose in the accounts of Mr. Nijhoff, whose charges seemed immoderately high and duplications frequent; so that subscribers were advised not to make payments pending adjudication of the difference. This being only partially attained in the slow exchange of communications, a compromise schedule of settlement was put into effect, while it became clear that a personal conference would be necessary to bring satisfaction to all concerned.

Moreover, though the Department of State had sought to secure the dispatch of material impounded abroad, it had not come. Here was additional reason for action on the spot, while tonnage was still available.

Finally, with peace in the offing, it was important to have accurate information about orders outstanding under the license, so that the passage to normal conditions might be made with certitude.

Accordingly, at the instance of the executive board, the secretary of the committee undertook in April a second journey to Europe, being absent two months and visiting France, Switzerland, England and Holland, in the order named.

On all scores the trip, though hurried, was successful and the wisdom of those

who urged it was demonstrated. The results may be set forth as follows:

I. Financial settlement

Mr. Nijhoff accepts as just in its total effect, and therefore final and binding, the advice given by the secretary in various bulletins to subscribers; viz.

1. Bills from April to August, 1918, inclusive, to be settled with .45 as the conversion factor of marks to gulden, and the so-called "5% war tax" to be canceled.

2. Charges for transportation and insurance in the above five months to be settled as presented, except for cancellation of the "5% war tax," where added.

3. Bills from September, 1918, to March, 1919, inclusive, whether for subscription or transportation and insurance, to be settled as presented, including the "5% war tax," where added.

4. Publications to be supplied from April, 1919, to the end of the subscription year 1919 free New York with but one charge, and that to be the publisher's list price with marks converted to gulden at three-fourths the rate current at time of settlement with publishers, plus 20 points.

The transportation and insurance charges should be handled as above advised, despite the misleading method of stating them, because the amounts given represent the actual outlays claimed to have been made for such purpose.

Librairie Kündig grants a reduction of 15% in all bills dated from the first of January to the middle of May, 1919—credit invoices to follow—and agrees to deliver publications thereafter to the end of the subscription year 1919, free New York, with but one charge, and that to be publisher's price, marks converted to Swiss francs at three-fourths the rate current at time of settlement with publishers, plus 37½ points.

In justice to both agents and to make clear the significance of these terms, some comment is necessary:

1. The allegation that Mr. Nijhoff employed a higher conversion rate against us than against the Stationery Office is entirely unfounded. The two have been exactly the same. The information to the contrary, twice communicated officially to us, proved erroneous upon personal examination of accounts in London and

at The Hague. The 5% extra charge was also found common to the two.

2. The Stationery Office, as a registered retailer, was entitled and indeed required to receive trade discounts not allowable to our libraries, or their committee, which latter disclaimed financial responsibility, and acted merely as the mailing intermediary between them and the Government on the one hand, between them and the agents on the other.

3. It is true that between the date of Mr. Nijhoff's bulletin of October, 1917, and the receipt of our order at the end of February, 1918, the mark had advanced 32%—in anticipation of the spring drive. This was found in an examination of daily banking reports in Geneva and The Hague from September, 1916, to date.

4. The bulletin of October, 1917, is not strictly applicable to our case, except in so far as it indicates what would be just.

5. The value of the guilder in American money has not the slightest bearing on the case. That profit is not the agent's but the nation's. That factor is taken care of in the conversion of mark to guilder. It cannot be done a second time. If the guilder had been normal when the first bills arrived, the periodicals would have cost no more than at the peace time rate—24 cents to the mark, free New York.

6. In view of rising expenses it would not only be impossible to convert for us at the *cours du jour*, but the additional percentage necessary when the mark is relatively high is insufficient when the mark lowers, since if, for example, the mark drops 50%, the discount allowed by the publisher to the agent is worth just half as much in gulden (or francs) as before. The sliding scales above recognize this fact and assure the agents their fixed profits.

7. The agents that charged us 1917 periodicals at 24 cents to the mark extracted a greater profit from us than Mr. Nijhoff would have received if his bills for 1918 periodicals had been settled as presented. Institutions will read that with surprise.

And yet despite these qualifications, which manifestly mitigate the charge of exorbitance, the bills were too high—too high at the outset, too high throughout. The fact of the matter seems to be that both at The Hague and in Geneva no real analysis of the situation had been made before our conferences, but the result reached by rule of thumb.

8. The settlement made therefore ef-

fects a reduction of about 12% in the total accounts for 1918, and 13% in the cabled offer for 1919, though the precise method chosen for applying these concessions is the one thought to involve the least disturbance of the numerous settlements already made.

With Kündig the case was different. The offer to supply at list price and convert at the *cours du jour* was hasty and ought never to have been made. It is regrettable that we did not know it. But on the other hand, the unannounced retraction made by advance from 70 to 90 in November and December, while proper then (that is, according to *ante bellum* standards) was excessive in January and later, when the bulk of our orders arrived, because exchange had dropped and kept dropping. Hence the 15% reduction above reported. It was the maximum suggested to the firm after close examination of accounts, and was cheerfully and immediately made when the facts were presented. Hence also the sliding scale.

It may be that a more pitiless analysis would have extracted greater concessions from both firms, but it is to be hoped and expected that subscribers will be content with a settlement that satisfies the present agents while at the same time securing material at a rate which our 1917 agents exceeded by 20% and the British institutions have throughout the war exceeded by 32%.

Finally, it is a great pleasure to report that these two agents have met the expenses of the secretary's second European journey, contributing sums roughly in the ratio of orders received. They intended thus to recognize the committee's part in the transaction.

II. Duplications

The orders originally given covered the year 1918 only; yet subscribers have not infrequently discovered in their bills volumes for which their previous agent had been paid. The main cause is, of course, the irregularity of wartime publication. A volume scheduled for 1917 would appear wholly or mostly in 1918. In such cases the first agent's prophecy was not

fulfilled; the second agent's action was then justified. Adjustment should be made with the former (as indeed offered by the chief of them) except in the few cases where error has been found committed. Before this report is finished, subscribers will discover themselves to be fortunate in such possessions.

Another cause was found to lie in a difference of American custom from the Dutch and Swiss. We prepay periodical subscriptions; their libraries do not. Our agents naturally assumed, therefore, that, since we entered the war in April, 1917, our previous agents had not billed us for 1917 periodicals begun after that date; so that they were doing us a favor by supplying the journals begun in the later half of 1917 and continued the next year or later.

Finally, the publisher, anxious to sell, was inclined to interpret the order to his own advantage, and might even refuse to take the volume back. The agent might then conceivably in rare cases forward a volume against his own better judgment.

III. Unlocking foreign stores

(A) In Holland

In detention at Rotterdam and The Hague, were found 4 cases consigned to Lemcke & Buechner for many institutions, 10 from Martinus Nijhoff for the Library of Congress, 17 from the same firm for 38 other libraries, and 78 cases plus 14 bales for those served by G. E. Stechert & Co. All of these were cleared, and got into the hands of the Holland-American Line for shipment. The four for Lemcke & Buechner reached New York a fortnight ago unaided. All of the rest were congenial fellow-voyagers on the *Nieuwe Amsterdam* with the secretary.

Parenthetically, it may be said that from early March to mid-May the regular service out of Rotterdam was interrupted by a strike in Leipzig and the temporary refusal of the Holland-America Line to accept our material. That is mostly past history now; so that the *Nieuwe Amsterdam*, for instance, carried for our libra-

ries not only the cases and bales above mentioned but 10 others as well, with 43 more accepted.

Similarly at Geneva, there had been a tie-up. A car lost for two months between Leipzig and Zürich turned up during our conferences. Mail pouches had run out, and while the parcels mounted to the ceiling, none had left for three weeks. But a limited supply was borrowed from Paris, Washington had been cabled for 500, and an interview at Berne elicited the promise to get the accumulations off the next week, saving time by sealing at Lausanne and sending by courier to Bordeaux via Paris.

It is but fair to add that the arrival of the Stechert material is due as much to good luck as good management, because, in marked contrast with Messrs. Lemcke & Buechner, for example, this firm flatly refused to coöperate as requested, not by the committee merely, but also by the president of the Association, and by the War Trade Board. Though a way out was found in this instance, their attitude did, however, prove fatal to the interest of the libraries in one important situation, as seen below.

Incidentally, it will gratify the libraries to learn that the American Relief Commission, in Rotterdam, before whom, at the suggestion of the Minister, the case was laid, very generously consented to get the material over for us, if other means failed. Another score for Mr. Hoover (alias Brown).

(B) *In England*

On October 19, 1918, the American Consul-General in London cabled the State department as follows:

"Department's June 24th regarding detention books and publications of enemy origin. Release of such parcels as are non-propaganda will be proceeded with. Lists are being prepared and will be supplied to me by Procurator General showing lists which may be forwarded to des-tination."

This action (not, however, reported to the committee till Dec. 28) was the result of fresh representations made by the de-

partment upon the basis of a conference held by the secretary of the committee, at the Procurator General's office in May. The first instalment of the promised lists of parcels released was transmitted January 2, 1919, with assurance of more to follow as fast as examinations could proceed. "The mills of the gods," etc.

(C) *In Germany*

In Switzerland and Holland, communication by telegraph and letter was at once established with the houses chiefly patronized by Americans. Word came from the following: Baer, Brockhaus, Fock, Friedländer, Gottschalk, Harrassowitz, Hermann, Hiersemann, Köhler, Liebisch, Lorentz, Mayer & Müller, and Volckmar; while a vain effort was made to connect with Otto Lange of Bâle, Switzerland. With assurance of shipment of appropriate material, they were invited to submit lists of their holdings for American libraries, and to send a joint representative for conference at Berne or The Hague. As far as the limited time and difficulties of communication would permit, both requests were complied with, and Mr. Hans Harrassowitz spent three days at The Hague. More information is to follow by mail.

The outstanding announcement, which requires of libraries quick and decisive action, is that some months ago fire destroyed a big stock of material in Leipzig consigned to G. E. Stechert & Co. From the telegrams and letters of F. Volckmar, the Leipzig spediteur of this firm (and incidentally of Nijhoff also) it is learned that the fire occurred at an early morning hour and, in the lack of timely aid, destroyed six buildings, among them the warehouse where our material was stored on the ground floor. The loss was complete. It consisted of 54 boxes of books worth fr. 250,327 and 87 bales of periodicals worth fr. 340,667, upon which there was insurance of M. 100,496.75, carried with the Aachen-Münchener Versicherung —a pitifully inadequate covering, kept small because of the supposed ease with

which goods so placed could be rescued. Forty boxes and 26 bales, according to Volckmar's report at the time, were all that was left in Leipzig—and this because stored in another depot. "Die Journale," so he writes, "stammen zum Teil aus 1916-18;" and he telegraphs, "Neubeschaffung der Buecher und Zeitschriften konnte noch nicht erfolgen."

And there the curtain drops, for to a long letter and long telegrams asking specifications of loss, of present stock, of future plans, is snapped back the answer: "Beantwortung Ihres Briefes ist erst moeglich wenn sie Herrn Harrassowitz mich voll befriedigende Vollmachten des Herrn Hafner vorgelegt haben." But, as already seen, such "Vollmachten" were denied us, though asked for. So, though the information needed in this emergency was within their grasp, the libraries must see it dashed from their hands and find their way out the best they can.

Two more facts, dismissed in as many sentences: 1. It was Nijhoff that shipped the Stechert material to America before our entry into the war. 2. Nijhoff, answering frankly Volckmar's inquiry as to the identity of his new clientele, twice offered to buy Volckmar's stock of periodicals to save him from loss, but the offer was refused November 12, 1918, without explanation. Perhaps it was the fire. And perhaps it wasn't.

With patrons of Lemcke & Buechner the case is quite different. The secretary was given power of attorney to act for this firm, and in turn Bernhard Hermann (their Leipzig spediteur, and incidentally Kündig's also) gave Mr. Harrassowitz the same authority. The four cases above referred to as already arrived contain books for which British permit had been issued. There remain still on hand in Leipzig for Lemcke & Buechner 70,000 marks' worth of books and periodicals, packed ready for shipment in 40 cases, measuring each about a cubic meter, and weighing each about 500 pounds. Far the larger part of this material is said to consist of "Bücher wissenschaftlichen Inhalts," the

smaller half of similar periodicals and a little war literature. "Bei den Zeitschriften," and this is the meat of the coconut for us, "handelt es sich in der Hauptsache um Restjournale aus dem Jahre 1916. Pro 1917 und Folge sind weder Fortsetzungen noch Journale und Zeitschriften bezogen worden." That clears the air for everybody. What is on hand is almost exclusively for North American universities, with a considerable quantity also for the John Crerar Library.

In similar fashion there are about 35,000 marks' worth for Steiger & Co.

The reports from other dealers (except Harrassowitz, who will be drawn upon more extensively for the survey of general trade conditions) can be more summarily dealt with, since, where valuable at all, the word is of concern to some single institution or so to which it may be communicated privately:

Baer's lists mailed *expres* failed to arrive in time, but will be forwarded.

Brockhaus thinks to forge his own connection without our aid.

Fock replied that the time was too short to ascertain whether or not he had in specific cases laid aside continuations, and his reputed representative at Amsterdam failed to put in an appearance, when invited, but he (or she) wrote evasively.

With *Friedländer* it was moving day, and, while a report would be sent in a few days, he could only say at the moment that he was keeping up continuations especially of books, very carefully, and holding them subject to orders. There was probably only one box full on hand. He underscored, in view of the peace terms, the necessity of assured payment, since otherwise the German government might prevent shipment in order to avoid increasing their "Aussenstände" in America before the treaty is signed. Dealers generally, we are to understand, lay a deal of stress upon this point.

Paul Gottschalk's comprehensive report, though mailed *expres*, failed to arrive in time. It will be forwarded. As he dealt but little in new books, his continuations were of little consequence, but such as they were they had been ordered, except war serials, since he had interrupted the assembling of all war literature for American libraries, after America's entry—a

general practice, according to Mr. Harrassowitz, who, however, had kept up one or two complete sets for the first bidders. Gottschalk thought he might have some 20 boxes of 500 to 700 pounds each.

K. W. Hiersemann, president of a recently formed, very exclusive, and highly ambitious Verein der deutschen Antiquariats- und Export-Buchhändler, entrusted Harrassowitz with the message that of Americans he would in future exact advance payment for his goods. Special discounts to American agents are marked for slaughter.

K. F. Koehler offered no report because he had connected with his American trade — ignorant of the fact that we were the link. He is now in partnership with F. Volckmar.

Bernhard Liebisch had disposed of most of his holdings for American libraries when they could not be shipped in season, but this was mainly a question of new books. The few continuations (periodicals and some volumes of Luther's works) still on hand were not worth bothering about now. He would in time communicate directly with the libraries.

Alfred Lorentz' reply concerned only two universities, for which continuations were being held.

Mayer & Müller (now said to be owned by Gustav Fock) made detailed reports for the three institutions requesting it, and the material listed was approved for shipment under our license. The continuations break off with 1916, though they add, "we shall now immediately order the periodicals of 1917 and ff"—cautious procedure seemingly general.

Mr. Hans Harrassowitz, through whom, as requested, the reports above abstracted were for the most part assembled, submits an elaborate record in behalf of his own firm, Otto Harrassowitz. During suspended relations the interests of our libraries have been kept in mind, and the assumption held that trade would be resumed, though acceptance of his goods, except where specifically ordered, is, of course, recognized as not binding.

Detailed statement of account against 44 libraries is submitted with request that it be checked with a view to establishing its correctness or replacing lost material. These statements cover past shipments, during the war.

Then bills are presented against 16 institutions for material now on hand ready for shipment—26 cases and 3 parcels, with 9 more boxes ready in the near future. Authority for shipment under our license was granted, except for war material in two consignments, though the advice was

given and accepted that in three instances specific authorization for shipment be awaited from the ultimate consignee.

IV. General conditions

1. The fear of governmental confiscation of publications destined for American institutions may be banished completely from mind. There was never such a danger; it is more than ever remote now. The establishment of a prohibited list by the Imperial Government carried no such threat. It merely postponed delivery. This prohibition, theoretically still in force under the present government, is in practical abeyance everywhere, so that trade with Italy, for example, is relieved of all restrictions now, and our stragglers are coming in.

2. Dealers, eager for resumption of direct relations, though slightly dubious of American temper after the war, have very generally taken the necessary precautions against any irremediable damage to their former patrons' interests, laying by, especially where editions were limited. Libraries need not feel driven to a policy of hurried replacement elsewhere, if their relations have heretofore been direct with the publisher or foreign dealer.

3. Their fear of confiscatory action by the American Government despite our license, as expressed by Friedländer, felt by many others and seemingly fostered by the Leipzig Chamber of Commerce, is a real factor which may deter shipment for the time even where our authorization has been granted. But this passes with the establishment of peace, being based upon a clause in the treaty alleged to carry such a threat against the day of signature.

4. The day of the bona fide discount is past or at least in eclipse, because, aside from the increased expense, the Börsenverein der deutschen Buchhändler in the latter half of 1918 laid upon retailers (including the publisher if selling direct to the public) the requirement to add 10% to the publisher's price. This is quite irrespective of the advances made by the publisher himself in his prices. Mr. Har-

rassowitz's compliance takes the form of charging at list price without discount.

5. The advance in publishers' prices is, of course, general and often enormous. The percentage is usually 25 to 50, though not infrequently more, so that no bibliography is up to date. Harrassowitz increases 25%, Teubner 40%. One periodical has actually jumped from M. 37.50 to M. 240 per year.

In the Börsenblatt for March 29, 1919, several firms join in an advertisement defensive of their 30% advance in prices, giving the following table of advance in cost of production, under chief headings:

| | 1915 | 1916 | 1917 | 1918 | 1919 |
|----------|------|-------|---------|---------|---------|
| | % | % | % | % | % |
| Printing | 10 | 15 | 40 | 80-140 | 180 |
| Binding | — | 40-60 | 80-120 | 150-180 | 200-250 |
| Paper | — | 20 | 100-300 | 500 | 500 |

6. Discriminatory action against foreign countries, whether enemy or neutral, is becoming widespread. The Verlegerverein is trying to make this compulsory, though the Börsenverein has not consented. The object is to checkmate the depreciation of the mark, which has at present about one-third its normal exchange value. This advance runs from 50 to 100%. Such publishers will charge the foreign importer this heightened price less usual discount, and expect the German exporter to do the same, though as yet he has no decree for forcing this action. He hopes, however, to accomplish it by indirection, as seen in the notice inserted less than a month ago by Vandenhoeck u. Ruprecht in the Börsenblatt, from which the following quotation is taken:

“Von heute ab liefern wir unsren gesamten Verlag einschliesslich Zeitschriften an alle ausländischen Firmen, ausgenommen die der deutsch-österreichisch-ungarischen Gebiete, mit einem Teuerungszuschlag von 50% auf den Nettopreis. Inlandsfirmen, welche in das Ausland unsren Verlag ohne einen Zuschlag von 50% zum Nettopreise an Buchhandlungen, oder ohne den gleichen Zuschlag zum Ladenpreise an Private verkaufen, erhalten ihren gesamten Bedarf nur noch mit 50% Zuschlag zum Nettopreise.”

7. As for bindings, libraries must be

warned against those of publishers. Original materials are practically non-existent, and trick substitutes, mostly paper, are the rule. If real morocco and sound cloth are available the prices are more than trebled. Harrassowitz claims to have secured early in the war and held for his American trade enough first class material for at least 10,000 half morocco and 50,000 half cloth and buckram bindings, but the former once charged at M. 3.50 will now cost M. 11.50, that formerly costing M. 4.50 now advances to M. 15.—while the half cloth binding delivered in the past for M. 2.—must now be charged at M. 6, and Mr. Nijhoff, who examined this schedule, called it moderate. The library, however, will remember the value of the mark.

8. Stocks in Germany, both new and old, are low. Not much publication has been done and the editions have not been large. Most books are out of print, and because of scarcity of paper and cost of production, will not soon be reprinted. Second-hand material, especially bound sets, has advanced in price, and the state libraries have made deep inroads upon it, because compelled to spend their funds in that way.

From this narrative libraries will instinctively draw two conclusions: (1) That it is best to avoid publishers and their bindings; (2) patronize only tested agents, and do their shopping early.

The Committee on Importations is on its last legs. A few announcements, following conferences with all the authorities concerned, and the curtain may be rung down on this wartime supernumerary.

1. Till the peace treaty becomes effective, that is, till its ratification, it will remain unlawful for the libraries without a license to communicate or trade with the enemy directly or indirectly. For the present, therefore, such dealings of theirs should continue to be effected through the A. L. A. Committee on Importations.

2. The withdrawal of censorship on both sides of the Atlantic does not change

this situation a whit. As long as there is an enemy, commerce with him is prohibited.

3. Under date of June 13, 1919, the War Trade Board issued a ruling (No. 779) that they would consider applications for "licenses to import into the United States from Germany or elsewhere scientific books and journals which were printed in Germany," provided the importer deposited the price with the American Relief Commission for the purchase of foodstuffs for Germany, and thus ultimately for transmittance to those entitled thereto. The method, however, is cumbrous and belated since, without further legislation by Congress, the Board passes out of existence June 30, 1919, though doubtless the Allied Economic Council in Paris will function during the interim.

4. The committee have received permission to transport to America under the A. L. A. license, without preliminary submission of lists, material now lying in Germany on order of the proper beneficiaries of this license, including that in the hands of B. Hermann (upon which the committee have received a report), addressed to Messrs. Lemcke & Buechner for American libraries—subject of course to such control as the Government at time of arrival sees fit to exercise. Such advice has been cabled abroad. This serves to secure possible shipment in advance of the fierce competition for bottom space after the blockade is lifted.

5. The committee stand ready to transmit to our two agents during this period orders for publications imperatively needed. These should be addressed, as usual, to the secretary, who will also be glad to purchase exchange for institutions which cannot, and to transmit all remittances. It will no longer be necessary to inclose envelope addressed to the State Department, since mailing will be direct hereafter, but subscribers are requested to send sufficient foreign postage instead.

Those libraries which have lost important material in the Leipzig fire and wish it replaced as soon as possible should avail

themselves of this offer, and in any case should consider it seriously unless their agent will assume responsibility for its replacement, as no steps to that end have been taken in Leipzig.

In this connection it may now be divulged that Mr. Nijhoff is willing to serve American libraries from a stock which he collected for Russia and deems insecure. This is a case for cables.

6. The secretary's notes on outstanding orders are too voluminous for publication, but they will be communicated to individual subscribers as fast as they can be transcribed. In general, however, it may be said that, except in a very few cases when the agent so reports, failure to receive a number does not mean it is out of print, but that it has either not been published, or was detained for a time (though no longer now) by the German censor, or, as is more usually the case, the incompetent German clerks made an error, which has not yet been rectified. Specifically, Mr. Nijhoff has thrown together in his current shipment a lot of such odd issues, which he wishes his patrons assured he is taking all necessary steps to complete.

When items have been reported out of print, the subscriber should give immediate instruction whether or not to attempt acquisition by advertisement or antiquarian search. Kündig has been advised to insert desiderata in the Börsenblatt. Nijhoff awaits advice.

7. Subscribers for 1918 periodicals who did not renew for 1919 should advise the agent at once just what they expect of him. If (properly) nothing, specifically say so.

So, subscribers for 1919 should make up a careful and specific instruction as to just the terms upon which they desire the relation to terminate.

Take nothing in either case for granted.

8. Reports and statements from various German agents will shortly be transmitted to many libraries. Will they note that a copy of every such bill is to be returned to the secretary for his files in

dealing with Washington, and they will, of course, bear in mind that their replies must be transmitted through his office (remember foreign postage).

It should be borne in mind that the British examination of impounded parcels is not complete, so that libraries should be warned against hasty conclusions and actions on such reports. In this connection the State Department has accepted the committee's suggestion that in view of the imminent reopening of the German market to the world the British authorities be requested to dispatch the remaining material at once. Address inquiries on this subject to the American Consul-General in London.

In case an institution decides against receipt of such material either absolutely or temporarily, the secretary should be asked to cable such an advice, *at its expense*.

Care should be taken to give specific commands as to binding.

9. Kündig's credit invoices above referred to will be dispatched as soon as received. Subscribers are requested to examine their Nijhoff accounts afresh in the light of the terms now accepted and make the necessary adjustments. The secretary will himself review each one as rapidly as may be.

10. Librarians would do well to buy up some marks as soon as possible in order to take advantage of the present low rate of exchange. Such deposits should be established in Holland, for example.

11. With the ratification of the treaty, librarians will assume direct relations with Nijhoff and Kündig, though the committee will be glad still to give such advice as it may be thought competent to give. Arrangements have been made with Messrs. Tice & Lynch to continue as receiving agent in New York, and both agents have been instructed to maintain as regular a weekly service as they can, though the period of readjustment will doubtless bring its exasperations.

12. Subscribers will please note that the secretary's address during the coming

July and August will be South Fairlee, Vermont; thereafter, The Johns Hopkins University, Baltimore, Md.

As already reported, the cost of the secretary's two trips to Europe in the interest of importations has been covered. But for two and a half years he has been subject to a steady drain of expenditure, which the small appropriations asked of the Association have not begun to meet. This has included postage and cablegrams, traveling expenses to Washington and New York, printing and secretarial aid—amounting to several hundred dollars. In addition to giving freely all his time during this period, the University which he represents wishes to contribute half this amount. If the other institutions served will add one-half of one per cent. of their Nijhoff and Kündig bills to the end of June, 1919, the rest will be about covered. The secretary only regrets his inability to shoulder the entire cost.

For the Committee,
M. L. RANEY, Secretary.

REPORT OF COMMITTEE ON PERMANENT ENDOWMENT FOR PEACE TIME WORK

The committee has taken the position that the emphasis of the question is upon *peace time* work of the A. L. A., and upon providing means for its extension, rather than upon the matter of a permanent endowment.

For many years the American Library Association has been the center on this continent of all library interests and of all library coöperation for the exchange of ideas on library methods, and for the extension of library service. We owe to the Association and to the inspiration coming from its conferences, the building up of library science and much of the success of the American library, which for service to society has not been equaled elsewhere.

The Association has always been a professional body, with purposes and meth-

ods very little known beyond professional circles.

In 1917, when the nation was called to arms and all patriotic bodies came eagerly forward to offer their services, it was the extreme good fortune of the American Library Association to be called upon to take over a very large and most important work in the interest of the training of the national army and the more important work of helping to keep up the morale of the troops. When the opportunity came—the first the Association had ever had—to come out of its seclusion and to do a great constructive work, the Association responded quickly and accepted very large responsibilities, notwithstanding many doubts expressed by its own members of its being equal to the task assigned to it.

The call made upon the Association to raise the huge sum of a million dollars in a popular campaign seemed impossible to accomplish, yet so general was the response of library workers, many volunteering for service in war work at the cost of much personal sacrifice, and so generous were the people in showing faith in the Association, that the desired amount was secured and nearly doubled. Then came the even greater tasks of sound organization, of wise spending so that both Army and Navy might realize full value.

It is not necessary to rehearse the details here, nor more than to mention the second greater and equally successful campaign called the United War Work Campaign, but we should pause to pay tribute of appreciation and honor to the leaders of our financial campaigns and of the A. L. A. War Service, as well as to the army of library workers, for the fine results which made so wonderful a reputation for the American Library Association.

The Association has practically finished its tremendous task without a hint of scandal, and with only praise from the leaders of the Army and Navy and from all its associates in welfare work. The general appreciation of the war work of the American Library Association is

summed up in the fine letter which has come, without solicitation, from the Commander-in-Chief, General Pershing:

"I want to express to the American Library Association my sincere appreciation and that of the officers and men under my command, for the valuable service which it has rendered to the American Expeditionary Forces.

"In February, 1918, your Association submitted to these headquarters your well-conceived plan for furnishing books to the American soldiers in Europe, and asked to be permitted to assume entire responsibility for this important service. The confidence which the Army reposed in you has been amply justified by the results achieved. Restricting your personnel and establishment to a minimum, you have taken advantage of the medium of transportation offered by the Red Cross, the Y. M. C. A. and other welfare agencies, and have supplemented these channels by furnishing book collections to detached military units and special books through the mails to individual soldiers. Thus, without friction or waste, the American Library Association has substantially accomplished its purpose of placing good reading matter at the disposal of every individual in the force.

"In addition to this, it has rendered a signal service to the Army educational program by providing reference libraries for the American Expeditionary Forces Universities at Beaune and at a large number of Army schools."

Letters such as this in praise of the work have been received by the Association from many sources, commenting upon its work in the Army camps and hospitals in this country, in the hospitals and with the Army overseas, and in the Navy.

This is a great accomplishment, for the work is practically finished so far as the Army forces are concerned.

The great war is closing in social unrest such as the world has never experienced. There is a conflict to conserve all that has been achieved toward the advancement of the higher ideals of our civ-

ilization with the forces which stand for revolution and destruction.

Each individual library certainly feels the added responsibility which this condition has brought, but has the American Library Association no responsibility in the social work in which there is more at stake than in the war fought by our young men overseas? We firmly believe that the American Library Association could, if properly financed, be able to do for popular education and social welfare work which would be second to the work of no other force in the country.

The war has forced on our attention many serious conditions which have never been fully realized before. We have learned the power of propaganda of all things evil and harmful to our social life. We have realized, as never before, the large proportions of illiteracy in many parts of America, while at the same time, we have found need for greater resources and much more work in the interests of research and bibliographical information properly to aid the advance of scholarship and of technical science.

Many suggestions have come to the committee of the work which the American Library Association might undertake during the next few years. As a tentative program, let us mention a few of the opportunities which lie before the Association at this time, in the hope that the discussion may result in a determination to undertake some part of it, at least.

We wish to state at the outset that the committee fully realizes the difficulties in making an appeal at this time for money for any educational work to be undertaken by the American Library Association. While the record made in war work will not count for much in an appeal for funds to be used in peace times, it has very definite value as a proof of the ability of the A. L. A. to unite in constructive work and to carry it to a successful conclusion.

We know that we have no very dramatic appeal, we realize as well that while there was little hesitation, during the war period, by the boards of control of Ameri-

can libraries to release members of their staffs for outside war work, a request for service for Association work in peace times could not as easily be granted.

The committee is of the opinion, however, that the momentum gained in united work should not be lightly surrendered. We have not to decide the question of whether we shall return to old conditions—that is quite impossible after this experience—but we should consider what further work we can undertake.

The great obstruction which faces us at the very outset of any campaign is the lack of understanding by the general public of the real place of library work in our social life, the lack of an appreciation of it as in itself a great educational force, not a mere helping service offered to schools and to various social activities.

In order to achieve any possible success in an appeal, at this time, for financial support, we must have *publicity and yet more publicity*, of the right kind. We must place reading matter, interesting, readable and enlightening, in the very best mediums which will place the library in its rightful position, which will bring home to the American public what we library people know of the great possibilities of the mission of the book in the propaganda of good, which show clearly the educational possibilities it offers to every individual, not only during the brief period of school, but throughout all the years of life. Before making any financial appeal, we consider a strong publicity campaign as absolutely essential.

For purposes of discussion, your committee calls attention to a program for intensifying certain A. L. A. activities, a few of many suggested as needing more liberal support. Some of them have already been worked out in considerable detail by other committees of the Association, and are to be placed before you during this Conference.

First: It should be possible for the Association to enlarge greatly most of its present activities, to be in a position to further by encouragement, advice, or di-

rect personal work, every possible opportunity for the creation of new library centers; to encourage the appointment of more state library commissions and to strengthen existing commissions, with the aim of reaching all rural communities in the country; to influence legislation in the interest of libraries toward the end of providing reading matter not only to the general public, but to hospitals, to prisons and to other institutions under city, county or state control.

Second: The Association should be able to urge the Government of the United States to establish libraries not only for the use of the forces of the regular Army and the Navy in posts, hospitals and war vessels, but also for the men of the coast guard, lighthouse service, and the forestry and agricultural services.

Third: The Association should be able to obtain, if not actually to purchase, books for men who are not "without a country," yet have no definite habitation, such as those employed in the merchant marine, for whom no one is now responsible.

Fourth: The Association should assist in the campaign toward building up citizenship by an active propaganda inculcating American ideas and reaching many thousands not now in touch with library service. No other social activity is so well fitted for this task as that represented by the American Library Association. A direct effort on our part to oppose the propaganda against the Government and all it stands for is in itself a call to service—a strong, clear call to the spare capital and the coöperation of *all* loyal citizens.

Your committee would *recommend* that a campaign be organized for the purpose of raising \$1,000,000 for carrying out for a period of five years a program based upon these suggestions.

Such undertakings as the library survey and the work of library publicity, both of which are already ably planned by A. L. A. committees, are most necessary to the general advancement of library work, and are perhaps rather in the na-

ture of a preparation of the ground for new and more extensive work of the Association than plans for extending the work itself. They are really preliminary. The extension of our work would also necessarily mean the enlargement and reorganization of the headquarters staff.

The committee *further recommends* that whether we do or do not undertake a campaign for funds to meet expenses of intensifying our work for a definite period of time, that we should undertake at once to enlarge our endowment fund and to spread broadcast at all times the need of such a fund for the work of the American Library Association. The income from such an endowment we would suggest might go toward (1) the work of a library survey, already mentioned; (2) for the publication of literature of the library profession; (3) for aid in providing books for the blind; and, possibly, (4) the publication of translations of books which might carry the message of American life and American ideals to the thousands of our people, in their native tongues, who cannot yet be reached through the English language.

Possibly even more important than many of these suggestions might be (5) the compilation of joint lists of unusual or rare books for the benefit of research work; (6) the preparation of better periodical and analytical indexes and other bibliographical help for the benefit of the few who are doing most important work.

The committee is of the opinion that our appeal is not one which could be successfully made in a campaign such as the popular "drives" we have been accustomed to during the period of actual fighting. It must be of a quite different character, yet it recommends the adoption of some such program and a campaign of some kind for the funds necessary to carry it out.

It *recommends* a preliminary campaign of wide publicity for a period of six months, followed by a direct appeal for subscriptions from a very large yet selected list of names gathered from every part

of the country, aiming to have the program placed personally before as many as possible of those who are known to be interested in the welfare of the country.

It *recommends* that the goal should be one million dollars for the work of the next five years, with a strong effort, at the same time, to build up the endowment fund of the Association.

It *recommends* that a sum of \$50,000, to be used in meeting the expenses of the campaign, shall be underwritten, with the understanding that this amount shall be paid from the total subscriptions. It is the opinion that the effort to secure this smaller amount will fully test the Association's ability to collect the larger amount necessary for the whole plan.

Respectfully submitted,
WALTER L. BROWN,
For the Committee.

LOUIS J. BAILEY,
CHARLES F. D. BELDEN,
SARAH C. N. BOGLE,
W. C. CARSON,
GENEVIEVE M. WALTON,
CAROLINE WEBSTER.

REPORT OF COMMITTEE ON WORK WITH THE FOREIGN BORN

The Committee on Work with the Foreign Born has been acting since its organization, according to its original plan, as a medium of exchange, between libraries, of information as to desirable methods of assisting in the education of our immigrant population in American ideals and customs and in the English language. It has also until now proved practical to extend the committee's activities, following frequent requests, by supplying information covering a much wider field relating to library work with our recent immigrants.

In describing work accomplished, for matter of first interest: Inquiries, to a surprising extent, have been concerned

with questions of approach to the different nationalities and with the most appealing methods of naturalization. Greatly marked is the anxiety on the part of librarians to secure information that will help them to understand, practically and sympathetically, the complicated human problems involved, so that American ideals and customs may be most helpfully interpreted to the newcomer. We believe that substantial help has been given in every instance of this sort in which it has been asked. Through the committee, librarians have been exchanging the results of their experience on questions of an almost unimaginable variety, ranging from methods of naturalization, to the display of books in English in foreign departments, lists of books suitable for military hospitals, the practicability of a story hour for adults, and desirable and effective ways of preventing the disappearance of foreign books. Librarians applied to for such information have been cordial and helpful in assisting, but this field of work is so new that it has frequently been found necessary to seek the advice and help of specialists and societies in similar fields, and to obtain the desired information from dependable authorities, wherever they might be found. On questions of this sort, also, it has been your committee's pleasure to help.

Not so successful has been the attempt to meet the demand for adequate and annotated lists of books in several foreign languages, greatly needed by many libraries. Nor has it been possible to supply adequate lists of appealing and practical books in simple English suitable for adult beginners, for those who are illiterate in their own language, and for those who are highly educated.

The development of the work of the committee has been greatly hampered by the fact that every member of it has been engaged, sometimes for prolonged periods, in war work; also a loss was suffered in the lamented death of Mrs. A. B. Maltby, whose long practical experience with the foreign born, whose sympathy, knowledge, and good

*Report received too late for presentation at Asbury Park Conference. Printed as information, although no action has been taken upon it.

will were ever at our service. A further handicap has been the lack of funds to meet expenses of postage, stationery, clerical work and other charges necessary for extending its activities along lines revealed by the expressed needs of librarians. To make the committee an efficient bureau of exchange of information along lines of proper interest, such extension is of first importance, particularly in undertaking the careful listing of libraries active in work with the foreign born, with a tabulation of their interests and of the directions in which they would be willing to assist others. We believe that there are fully eight hundred American public libraries situated in communities where library service to the foreign born is a civic and educational necessity. Some three or four hundred are known to be active in this field. All of them are presumably interested in helping the immigrant adapt himself to the conditions of life in his own country, and in helping prepare him for intelligent and patriotic citizenship. This interest is all the keener because the experience of many librarians now proves that this work with the foreign born can be very successfully carried on without unduly socializing the library, and without formulating a program too ambitious for the library's present functions and resources.

JOHN FOSTER CARR,
Chairman.

REPORT OF FINANCE COMMITTEE

To the American Library Association:

In accordance with the provisions of Section 12 of the Constitution, your Finance Committee submits the following report:

In January the probable income of the Association for 1919 was estimated as \$24,630, and the Executive Board was authorized to make appropriations to this amount. The details of the estimated income were published in the *Bulletin* for March, 1919, together with the budget

adopted by the Executive Board, and are for this reason not given here.

In May from the war service fund was paid to the secretary one-half of his salary for the periods from September 1, 1917, to December 31, 1918, during which he served as executive secretary of the library war service, the amount being \$1,512.50. Since he had already been paid in full by the Association, this sum was paid by him to the treasurer of the Association. The Finance Committee, therefore, has approved a supplementary budget of \$1,512.50.

Dr. C. W. Andrews has audited for the committee the accounts of the treasurer and of the secretary as assistant treasurer. He found that the receipts as stated by the treasurer agree with the transfers of the assistant treasurer, with the cash accounts of the latter, and with the statements of transfers in the accounts of the trustees. The expenditures as stated are accounted for by properly approved vouchers, and the balance shown as that in the Union Trust Company of Chicago agrees with the bank statement of December 31, 1918. The bank balances and petty cash of the assistant treasurer agree with the bank books and petty cash balances. The accounts of the assistant treasurer are correct as cash accounts.

The securities now in the custody of the trustees have been checked for the committee by Mr. Harrison W. Craver, who certifies that their figures are correct. He found that the bonds and other securities amount, at par value, to \$102,000 for the Carnegie fund, and to \$8,611.84 for the endowment fund.

The accounts of the James L. Whitney fund, which are in the hands of the treasurer, have been examined and found to be as stated by him in his annual report.

The accounts of the second war service fund were audited by Marwick, Mitchell, Peat and Company for the four months ending March 31, 1919. The report of the auditors found the accounts correct and all expenditures properly vouched for.

The committee has examined the report of the audit of the War Finance Commit-

tee to February 15, 1919, made by Marwick, Mitchell, Peat and Company, also the accounts of the War Finance Committee from February 16 to April 25, 1919, and finds them correct; leaving as stated no balance in the Empire Trust Company, and a balance of \$14,332.28 with interest in the Peoples Trust Company of Brooklyn contributed to the second war service fund

subject to checks drawn jointly by the chairman of the War Service Committee and the chairman of the War Finance Committee.

Respectfully submitted,
ARTHUR L. BAILEY,
HARRISON W. CRAVER,
C. W. ANDREWS,
Finance Committee.